

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(MACASSA LODGE – RESIDENT SERVICES - LOCATION - 701 UPPER SHERMAN AVE.)

DAY PROGRAM RECREATIONIST - CUPE 5167 (LODGES UNIT)

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to Supervisor, Resident Services, is responsible for planning, facilitating and implementing a variety of recreation, therapeutic and leisure education programs for older persons of diverse cultures, strengths and abilities who are socially isolated due to physical, emotional or financial causes. Responsible for program implementation and participant support needs.

GENERAL DUTIES

Plans, facilitates and implements a variety of recreation, therapeutic and leisure education programs for older persons of diverse cultures, strengths and abilities.

Delivers programs both in person and virtually and provides adaptations to activity's "steps", equipment and/or instructional style to assist all participants to participate to their maximum potential.

Completes documentation in accordance with Adult Day Program Policies and Procedures as well as service plans, assessments, statistics and monthly calendars.

Evaluates programs with respect to participant satisfaction, safety and program eligibility and provides input into the evaluation of recreation, therapeutic and leisure programs for the Lodge and Continuous Quality Improvement (CQI) activities.

Works effectively with volunteers by providing input into program specific job descriptions as well as providing orientation to programs, their purpose and resident specific needs.

Assists participants with activities of daily living as required. These duties will involve toileting, incontinence care, transfers, meal preparation/serving and medication reminders.

Provides participants with assistance in ambulation to and from program areas (i.e. pushing in wheelchair, assists with walkers/canes).

Maintains the Adult Day Program environment; program equipment set-up and storage, resource inventory, general light cleaning for the purpose of ensuring a safe environment for staff and participants.

Responsible for petty cash and limited use procurement card.

Provides coordination and direction responsibility over volunteers and placement students.

Maintains professional practice through commitment to ongoing involvement in upgrading personal and professional knowledge.

Cleans equipment and area after program completion.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge and experience in community-based recreation services normally acquired by working in a community-based or Adult Day Program based therapeutic recreation environment or an equivalent combination of education and relevant work experience.
2. Demonstrated experience working with adults with cognitive, physical and emotional disabilities.
3. Demonstrated ability to plan, organize and direct adult day programs for groups and individuals in a community-based or Adult Day Program based therapeutic recreation environment.
4. Excellent oral and written communication skills. This includes demonstrated ability to relate and respect peers and adults of various abilities and diverse cultures.
5. Experience working in a computerized environment. Working knowledge of Microsoft Windows XP (Microsoft Outlook, Word and Excel).
6. Demonstrated assessment skills pertaining to the delivery of adult day programs.
7. Must possess current First Aid and CPR certification.

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
